

## LOG IN:

- Go to the Blink main page:  
<http://blink.ucsd.edu/>
- Select “SkillSoft eLearning” from the Personal Tools drop down menu
- Connect through your normal single sign on procedure

# Skillport® 8

## Quick Reference Card

The image shows a screenshot of the Blink website interface. At the top, there are navigation tabs for "Blink Topics", "Personal Tools", and "Business Tools". The "Personal Tools" dropdown menu is open, listing various services. "SkillSoft eLearning" is highlighted with a red box. A red arrow points from this menu item to a "SINGLE SIGN-ON" form. The form includes fields for "Username" and "Password", a "Sign on with:" dropdown menu set to "Business Systems", and a "Sign on" button. There are also links for "Create new account" and "Forgot your password?".

\*\*\* Please note that UC Learning Center access to SkillSoft courses is discouraged as a result of this upgrade. Please use the login listed above.

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## SEE RECENTLY

**VIEWED:** You can find a list of your most recently viewed content items by clicking **Recently Viewed**.

## VIEW UPCOMING

**EVENTS:** Find out about upcoming Live Events and Instructor Led Training sessions under **Upcoming Events**.

## EXPLORE FEATURED

**TOPICS:** Content that your organization wants to feature can be listed in the **Featured Topics** dropdown. Click on a selection in the drop down to view more details.

**FIND CONTENT:** Find content of interest to you by using **Browse** or **Search**, or by selecting content presented on the page.

## VISIT COMMUNITY:

Click **Visit Community** to view comments, activity, and recommendations in your community (**future feature**)

## CHECK YOUR TO DO LIST:

Click the **To Do List** to find out if you have upcoming or overdue items in your learning plan.

## RECOMMEND IT:

Let others know about great content by recommending it and posting comments in your Community. You can also see what content others have recommended.

The screenshot shows the SkillsOff user interface. At the top, there is a navigation bar with the SkillsOff logo, user profile links (My Profile, Log Out, Help), and a search bar. Below the navigation bar, there are several menu items: Quick Links, Recently Viewed, View Learning Plan, Browse The Library, and Visit Community. A notification badge with the number '1' is visible in the top right corner. The main content area features a user profile for Jane Smith, a central image of hands interacting with a tablet, and a section titled 'Upcoming Events' with two items: 'Instructor Led Training Sessions' and 'Live Events'. Below this is a 'Featured Topics' section with a dropdown menu and a 'View' button. The bottom section displays three content cards: 'Leadership KnowledgeCenter', 'GulokBlinks: Tony Schwartz: Manage Energy not Time', and 'The 3 Keys to Empowerment: Release the Power Within People for Astonishing Results'. Each card has 'Recommend', 'Details', 'Launch', and 'Save' buttons. Red arrows point from the text blocks to these specific UI elements: 'Recently Viewed', 'Browse The Library', 'Visit Community', 'Upcoming Events', 'Featured Topics', 'Save' button, and 'Recommend' button.

**SAVE CONTENT:** Found some great learning content? Click **Save** to save it to your learning plan so that you can easily return to it later. You can also create sets in your learning plan to help organize your content.